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# Tech Tips For Teachers

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## Adding Students to **Big Universe**

During the school year, new students often move to our school. Here are the steps for adding new students to BU:

1. Find out your student's lunch pin from the cafeteria.
2. Login to your BU account and click on the Manage Tab at the top of the page.
3. Click on, Create New, under Actions on the right side of the screen.
4. Fill in your student's info. I usually set friendship & messaging to the Group Account. Their username should be their first name last initial (all lowercase and no spaces). Their password is their lunch pin.

## Downloading New Fonts

DaFont.com is a great website for finding new fonts. There are thousands to choose from. Once you find one you like, click on the Download button next to it. Your Downloads bar will appear at the bottom of the screen. Click on the file on this bar. Next double-click on any files that say TrueType font file next to them. Last click Install. Once it stops loading you are done. The next time you open a document, you will be able to choose the font from the drop-down menu.

## Bookmarks/Favorites Websites

Do your students' computers take a really long time to load? This could be because you are on a roaming profile. The benefit to a roaming profile is that you can add a website to the desktop of one computer and it shows up on any computers using the same login. The downside is that it can cause your computer to run slowly. Having Kyle move your class login over to a local profile will make your computers start more quickly. However, you would need to add the websites to the desktop of each computer your students will use. As an alternative, you can use Symbaloo.com or Portaportal.com to have all of your links on one site. You can even set one of these sites to be your homepage. Then students would click on Google Chrome or Internet Explorer (depending on which you use) and be brought right to your links. Let me know if you'd like my help setting this up.

## Making Backgrounds Transparent



Have you ever tried to insert an image into a document with a colored background but the image has a white rectangular background behind it? To remove this white background, insert the image into a Publisher document. Select the image and then click on the set transparent color tool. This is located in the Picture Tools Format Tab. Click on this tab and then click on the arrow next to Change Color. Click on the Set Transparent Tool. Click on the white background and it should disappear. Note: Anything else in the clipart image that is also white will disappear as well. Now you can right click on the image and save it as a picture to be used in any documents you are creating.

### TECHNOLOGY

is not a

school

subject.

It's a tool to  
empower

### LEARNING.

